

Module 9

Chapter 4

Updating and Viewing NAF Employee Records

Chapter Overview

Introduction This chapter explains the process for updating and viewing NAF employee records without using an RPA, i.e., education and appraisals. Descriptive flexfields display data fields used for Air Force and Army NAF personnel.

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Before You Begin The **People** window is used to update NAF employee information when an RPA/NPA is **not required**. Taskflow buttons to access the DDFs and SITS are:

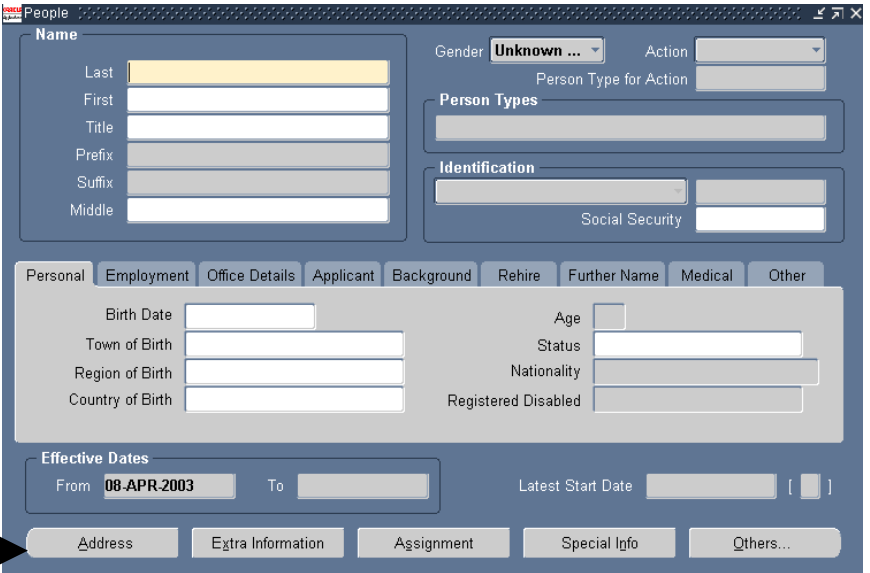
- **Assignment** (Links the Person record with the Position record for viewing only)
- **Extra Information** (Single occurrence data)
- **Special Info** (Multiple occurring data)
- **Others** (Additional pay data)

Note: These DDFs reflect both Air Force and Army data. While the flexfields are the same, each component determines which data fields are to be completed.

Updating NAF Records

Accessing the People Window

This window is used to update an employee's record with data that does not require an NPA, i.e., appraisals, non-monetary awards, training, etc.

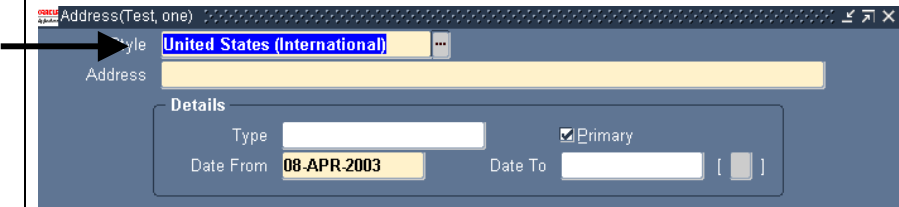
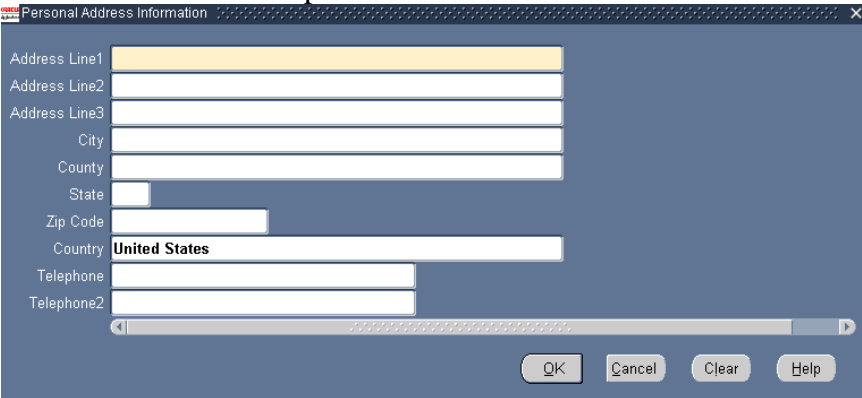
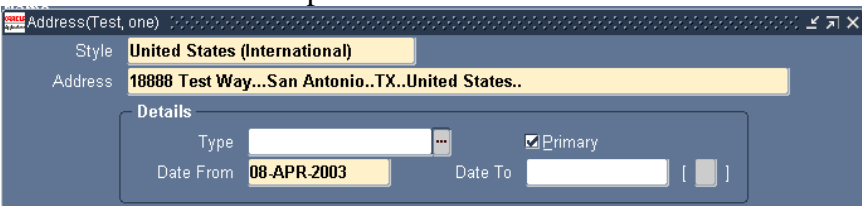
Step	Action
1	Navigation Path → <i>People</i> → <i>Enter and Maintain</i> → < Open >. The Find Person window opens.
2	Query for the employees by their name. The People window opens with five taskflow buttons: <ul style="list-style-type: none"> • Address • Assignment • Extra Information • Special Information • Others 

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Updating NAF Records, Continued

Updating a NAF Employee's Address

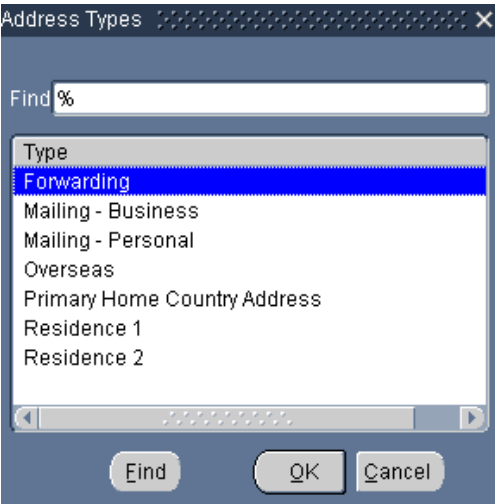


The **Address** window is available for updating and maintaining addresses. For Army this data is required to support payroll interface. It is optional for Air Force.

Step	Action
3	<p>To update the employee's address, click the <Address> button. The Address window opens. The <i>Style</i> data field defaults to "United States."</p> 
4	<p>Click in the Address data field. The Personal Address Information window opens. Enter the address information.</p>  <p>Click the <OK> button.</p>
5	<p>The Address window opens with the address information.</p> 

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Updating NAF Records, Continued

Updating a NAF Employee's Address (continued)

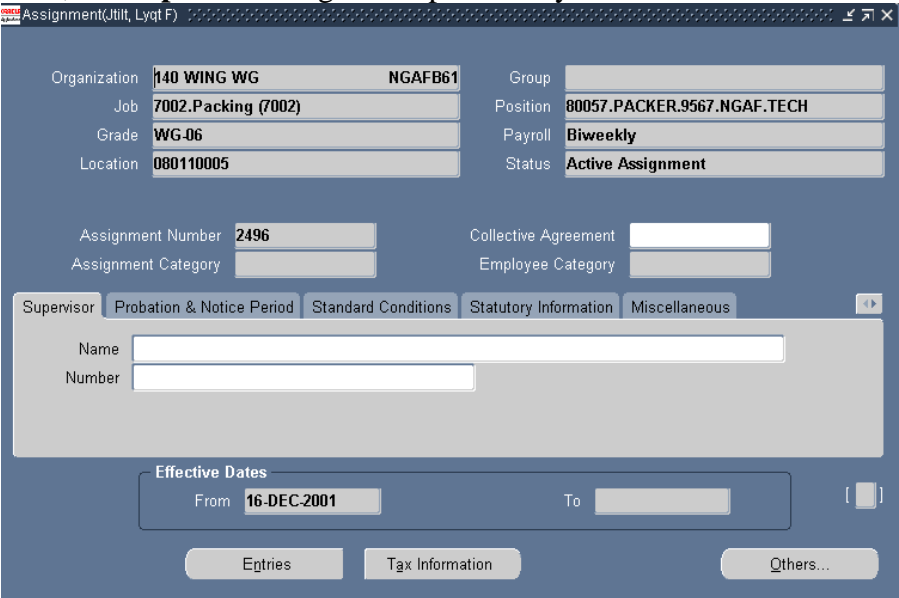
Step	Action
6	<p>To include the type of address, click the LOV icon in the Type data field to select.</p>  <p>There is only one Primary address. You must deselect the check mark in the Primary Box for other addresses.</p> 
7 	<p>Click the <OK> button then the Save icon. Exit the window.</p> <p>Note: Normally Date Track is not used for updating addresses. In those rare cases where there is a compelling reason to do so, be sure to reset the system back to the current date.</p>

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Updating NAF Records, Continued

Updating and Viewing Assignment Information

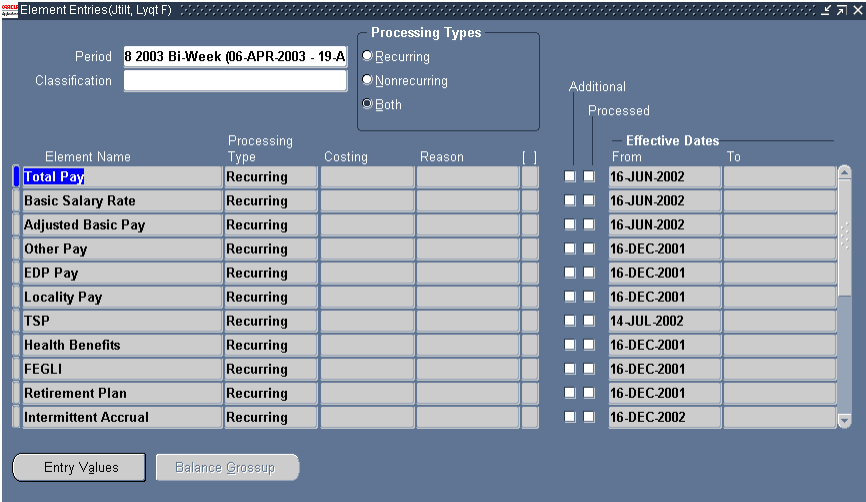
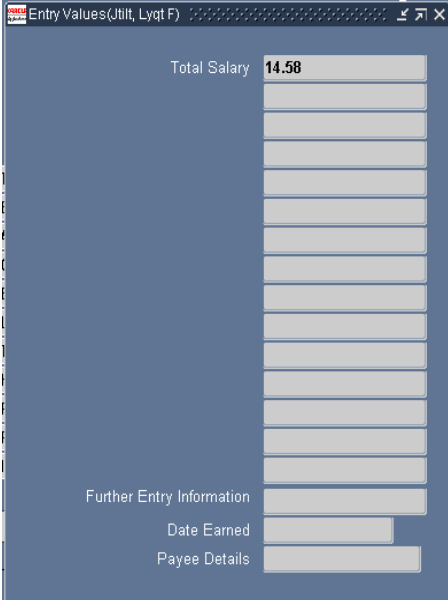
The **Assignment** window identifies the employee's position data and position number. You use this number when querying the **Position** To view and update other position data. A simple method is: Highlight the entire **Position** data field, and copy it (**Ctrl C** or **Edit-copy** from the menu), then paste the number into the **Position** window to run a query.

Step	Action
8	<p>In the People window, click the <Assignment> button. The window opens showing position data. There are three taskflow buttons. Only two are used by DoD:</p> <ul style="list-style-type: none"> • <Entries> • <Others> <p>Also, the Supervisor Region is optional if you want to use it.</p> 

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Updating NAF Records, Continued

Updating and Viewing Assignment Information (continued)

Step	Action
9	<p>Click the <Entries> button. The window contains pay, benefits, and entitlements and the Period data field contains current pay period information. The data can be recurring or non-recurring. If you need to see prior information, date track to that pay period. You can update some of the information if it does not require an NPA.</p> 
10	<p>In the Element Name column, select the element to view then Click the <Entry Values> button.</p> 

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Updating NAF Records, Continued

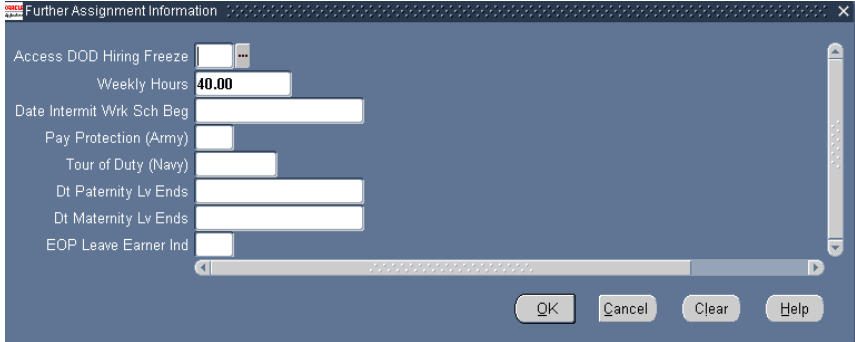
Updating and Viewing Assignment Information (continued)

Step	Action
11	To add new element entries, place your cursor in the first blank Element Name line. Click the LOV icon to select the element entry you want to add. (As a reminder, you may need to use Date Track to reflect the correct pay period.)
12	Click the < Entry Values > button. The associated Entry Values window opens.
13	Enter the information then click the Save icon.
14	Close the window. Click the < Assignment > button to return to the Assignment window.
15	On the Assignment window, click the < Others > button. The Navigation Options window opens with a list of options. <div data-bbox="581 793 1282 1228" data-label="Image"> </div> <p>Select Extra Information then click the <OK> button</p>
16	The Extra Assignment Information window opens: <div data-bbox="649 1312 1291 1722" data-label="Image"> </div> <p>Note: The File ID Flag DDF is not used for NAF, even though it has NAF descriptions.</p>

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Updating NAF Records, Continued

Updating and Viewing Assignment Information (continued)

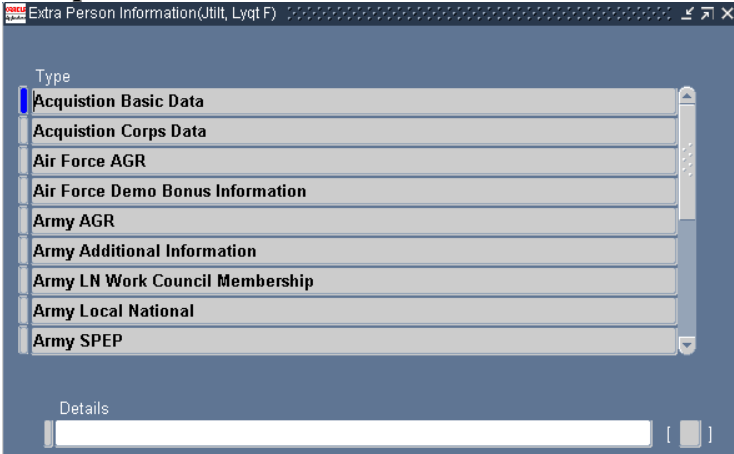
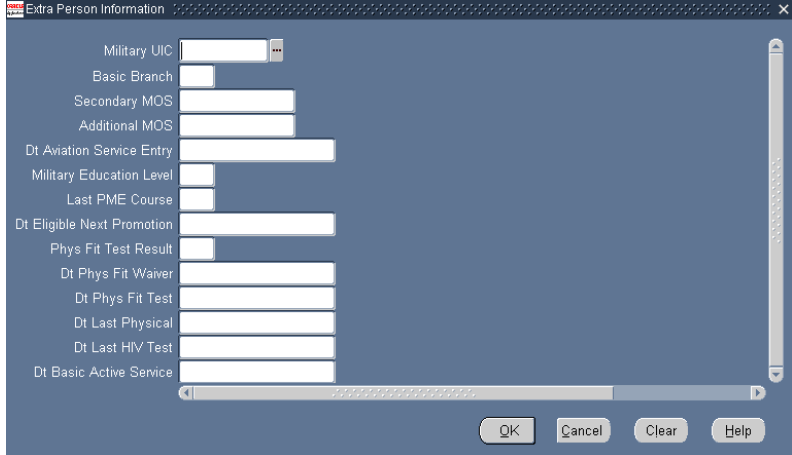
Step	Action
17	<p>Use the scroll bar to select the Type needed then click in the Details data field.</p>  <p>Use the LOVs to select data or Type in the information</p>
18	After making the selection click the <OK> button.
19	Repeat these steps to view and complete the remaining Extra Assignment Information types.
20	Close the Assignment window to return to the People window.

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Updating NAF Records, Continued

Updating Extra Person Information

Extra Person Information normally stores information that occurs one time in an employee's record. If it is updated, the new information replaces the old values. Use the following steps to access the different Types:

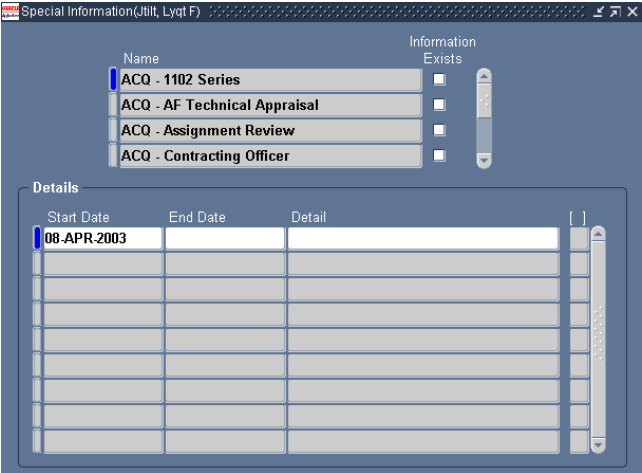

Step	Action
21	<p>In the People window, click the <Extra Information> button</p> 
22	<p>Use the scroll bar to move the Record Indicator to select the Type to be viewed or updated, Click in the Details data field to open window</p> 
23	Use the LOVs to select data or Type in the required data. Then click the <OK> button
24	Repeat the previous steps to go through all of the required Extra Person Information Types . See the NAF records below .
	NAF Army – Pay:
	NAF Army Payroll Information
	NAF Army Allow and Earnings
	NAF Army Retirement TSP and 401K:
	Other Person Information
	Upon completion, exit the Extra Person Information window and return to the People window.

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Updating NAF Records, Continued

Updating Special Information

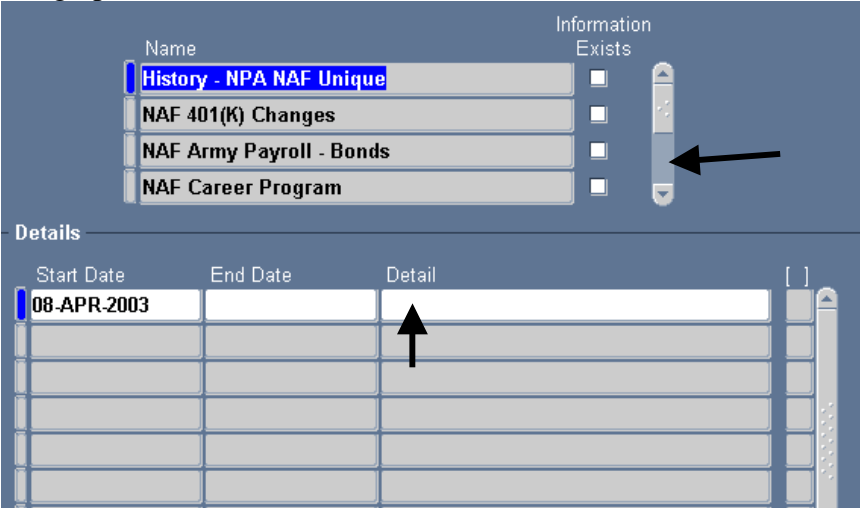
Special Information stores multi-occurrence information, i.e., appraisals, training, etc. Use the following steps to access them:

Step	Action
25	<p>In the People window, click the <Special Info> button. The Special Information window opens with the employee's name in the Title bar</p> 
26	<p>Query the NAF SITs. By placing the cursor in the first Name field. Press F11, then Type in %NAF%. Followed by pressing both the CTRL + F11 buttons to execute the query</p> 

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Updating NAF Records, Continued

Updating Special Information (continued)

Step	Action
27	All Special Information types with NAF in the name will appear Use the Scroll bar to view all the flexfields:
28	Select the record Name then double click in the Detail Box to bring up the flexfield.  <p>Enter or view the required data. Then Click the<OK> button.</p>
29	Repeat the above steps to view the remaining flexfields:
	NAF 401(K) Changes (Optional)
	NAF Career Program: (Optional)
	NAF Life Insurance Changes: (Optional)
	NAF Prev Retmnt Enrollments: (Optional)
	NAF Retirement Changes: (Optional)
	NAF Medical Ins Changes: (Optional)
	NAF RevPay: AWOP Info: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Allow Info: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Annual Leave: (Army Only)
	NAF RevPay: Compensatory Time: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF Rev Pay: Deduct and Contrib: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Flex Time Worked: (Army Only – No input required by user – auto-populated from payroll file.)

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Updating NAF Records, Continued

Updating Special Information (continued)

Step	Action
	NAF RevPay: Hours and Pay: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Mil and Home Leave: (Army Only)
	NAF RevPay: One Time Earnings: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Other Deductions: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Other Earnings: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF RevPay: Sick Leave: (Army Only – No input required by user – auto-populated from payroll file.)
	NAF: Unclaimed Compensation: (Army Only – No input required by user – auto-populated from payroll file.)
	Upon completion, exit the Special Information window and return to the People window Save work and Exit the window

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